

9566
RECEIVED
LEGISLATIVE AUDITOR
2007 DEC -6 AM 11:01

GATEHOUSE FOUNDATION, INC.
FINANCIAL STATEMENTS AND INDEPENDENT
AUDITORS' REPORTS

June 30, 2007

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 4/9/08

TABLE OF CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	3-4
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	5-6
FINANCIAL STATEMENTS	
STATEMENT OF FINANCIAL POSITION	7-8
STATEMENT OF ACTIVITIES	9
STATEMENT OF FUNCTIONAL EXPENSES	10
STATEMENT OF CASH FLOWS	11
NOTES TO FINANCIAL STATEMENTS	12-17
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS	18

LOUIS R. ROLFES II, CPA
A PROFESSIONAL ACCOUNTING CORPORATION
900 SOUTH COLLEGE ROAD, SUITE 200-A
P. O. BOX 52266
LAFAYETTE, LOUISIANA 70505-2266

LOUIS R. ROLFES II, CPA, CVA*
MICHELLE B. WOOD, CPA
*A PROFESSIONAL CORPORATION

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA C.P.A.s

(337) 237-8620
FAX (337) 289-5989
EMAIL: lou@rolfescpa.com

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Gatehouse Foundation, Inc.
Lafayette, Louisiana

We have audited the accompanying statement of financial position of Gatehouse Foundation, Inc. (Gatehouse) (a not-for-profit corporation) as of June 30, 2007, and the related statements of activities, functional expenses, and cash flows for the year then ended. These financial statements are the responsibility of Gatehouse's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the provisions of the Louisiana Governmental Audit Guide. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position on Gatehouse as of June 30, 2007, and the changes in net assets and its cash flows for the year then ended in conformity with U.S. generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the basic financial statements of Gatehouse taken as a whole. The accompanying Schedule of Federal Awards for the year ended June 30, 2007 is presented for purposes of additional analysis and is not a required part of the basic financial statements. The information in this schedule has been subjected to the procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

In accordance with *Government Auditing Standards*, we have also issued a report dated November 21, 2007, on our consideration of Gatehouse's internal control over financial reporting and our test of compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Governmental Auditing Standards and should be considered in assessing the results of our audit.



Louis R. Rolfes II, CPA
Lafayette, Louisiana
November 21, 2007

LOUIS R. ROLFES II, CPA
A PROFESSIONAL ACCOUNTING CORPORATION
900 SOUTH COLLEGE ROAD, SUITE 200-A
P. O. BOX 52266
LAFAYETTE, LOUISIANA 70505-2266

LOUIS R. ROLFES II, CPA, CVA*

MICHELLE B. WOOD, CPA
*A PROFESSIONAL CORPORATION

MEMBER
AMERICAN INSTITUTE OF
CERTIFIED PUBLIC ACCOUNTANTS
SOCIETY OF LOUISIANA C.P.A.S

(337) 237-8620
FAX (337) 289-5989
EMAIL: lou@rolfescpa.com

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE
AND ON INTERNAL CONTROL OVER FINANCIAL
REPORTING BASED ON AN AUDIT OF BASIC FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH
GOVERNMENTAL AUDITING STANDARDS**

To the Board of Directors
Gatehouse Foundation, Inc.
Lafayette, Louisiana

We have audited the financial statements of Gatehouse Foundation, Inc. (Gatehouse) (a not-for-profit corporation) as of and for the year ended June 30, 2007, and have issued our report thereon dated November 21, 2007. We conducted our audit in accordance with U.S. generally accepted auditing standards and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and the provisions of the Louisiana Governmental Audit Guide.

INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit, we considered Gatehouse's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Gatehouse's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Gatehouse's internal control over financial reporting.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A significant deficiency is a control deficiency, or combination of control deficiencies, that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with U.S. generally accepted accounting principles, such that there is more than a remote likelihood that a misstatement of Gatehouse's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of the internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

COMPLIANCE

As part of obtaining reasonable assurance about whether Gatehouse's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Governmental Auditing Standards*.

This report is intended for the information of the Gatehouse Foundation Board of Directors, management, the Louisiana Department of Health and Hospitals, Office for Addictive Disorders as licensing agency for Gatehouse, the local Board of United Way of Acadiana, and the Community Development Department of Lafayette Consolidated Government and is not intended to be and should not be used by anyone other than these specified parties. However, this report is a matter of public record, and its distribution is not limited.



Louis R. Rolfes, II, CPA
Lafayette, Louisiana
November 21, 2007

GATEHOUSE FOUNDATION, INC.
STATEMENT OF FINANCIAL POSITION
June 30, 2007

ASSETS

CURRENT ASSETS

Cash	\$ 574
Prepaid expenses	2,622
Employee/client advances	309
Grants/contracts receivable (Notes A & C)	<u>24,000</u>

Total Current Assets \$ 27,505

PROPERTY AND EQUIPMENT - AT COST
(Notes A & B)

Land	87,000
Building	42,575
Building renovations	38,266
Furniture and fixtures	35,622
Equipment	<u>48,384</u>

251,847

Less: accumulated
depreciation (148,362)

Net Property and Equipment 103,485

OTHER ASSETS

Deposits 2,101

TOTAL ASSETS \$ 133,091

The accompanying notes are an integral
part of this statement.

GATEHOUSE FOUNDATION, INC.
STATEMENT OF FINANCIAL POSITION

June 30, 2007

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	12,347
Payroll taxes payable	3,307
Current portion of debt (Note B)	7,100
United Way payable	771
Loan - Other	580
Contract advance - State	1,090
Insurance Note Payable	1,887
Canon Lease Obligation (Note I)	<u>5,970</u>

Total Current Liabilities \$ 33,052

LONG-TERM LIABILITIES

Long-term debt, net of current portion (Note B)	<u>23,183</u>
--	---------------

Total Liabilities 56,235

NET ASSETS (Note A)

Unrestricted	
Operating	214
Plant	<u>67,232</u>
	67,446
Temporarily restricted	<u>9,410</u>

Total net assets 76,856

TOTAL LIABILITIES AND
NET ASSETS

\$ 133,091

The accompanying notes are an integral
part of this statement.

GATEHOUSE FOUNDATION, INC.

STATEMENT OF ACTIVITIES

For the year ended June 30, 2007

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
Public Support and Revenue (Note A):			
Revenue from State contract (Notes C and G)	\$ -	\$126,115	\$ 126,115
United Way of Acadiana (Note C)	18,000	-	18,000
Lafayette Consolidated Government (Note C)	-	17,965	17,965
LEAP/LRS/Client rents/fees (Notes C & D)	61,227	-	61,227
Fundraising/donations	2,312	-	2,312
Miscellaneous	<u>1,095</u>	<u>-</u>	<u>1,095</u>
Total public support and revenue	82,634	144,080	226,714
Net assets released from restrictions	<u>144,080</u>	<u>(144,080)</u>	<u>-</u>
Total Cash Support and Revenue	226,714	-	226,714
In-Kind: (Notes E & F)			
Dietician services	960	-	960
Donated food/supplies	<u>13,995</u>	<u>-</u>	<u>13,995</u>
Total donated services	<u>14,955</u>	<u>-</u>	<u>14,955</u>
Total support and revenue	241,669	-	241,669
Expenses:			
Program services:			
Dietary & medical	32,471	-	32,471
Physical plant	37,718	-	37,718
Supervision	<u>102,889</u>	<u>-</u>	<u>102,889</u>
Total program services	173,078	-	173,078
Supporting services:			
Management and general	72,154	-	72,154
Fundraising	<u>512</u>	<u>-</u>	<u>512</u>
Total supporting services	<u>72,666</u>	<u>-</u>	<u>72,666</u>
Total expenses	245,744	-	245,744
Change in net assets	(4,075)	-	(4,075)
Net assets, beginning of year	61,521	9,410	70,931
Prior Period Adjustment (Note J)	<u>10,000</u>	<u>-</u>	<u>10,000</u>
Net assets, end of year	\$ <u>67,446</u>	\$ <u>9,410</u>	\$ <u>76,856</u>

The accompanying notes are an integral
part of this statement.

GATEHOUSE FOUNDATION, INC.

STATEMENT OF FUNCTIONAL EXPENSES

For the year ended June 30, 2007

	<u>Program Services</u>	<u>Management and General</u>	<u>Total</u>
Advertising/Job Search	1,124	-	1,124
Bank charges	-	164	164
Benefit functions	-	-	-
Client programs/assistance	1,820	-	1,820
Contract labor/Medical	8,055	-	8,055
Depreciation (Note A)	6,942	-	6,942
Dietary contract, including donated	1,910	-	1,910
Dues & subscriptions	-	273	273
Employee screen	-	755	755
Food, including donated	30,561	-	30,561
Fundraising expense	-	512	512
Gifts	110	-	110
In-Service training	1,381	-	1,381
Insurance - general	11,336	-	11,336
Interest	-	4,118	4,118
Legal, accounting & auditing	-	6,700	6,700
Miscellaneous	-	31	31
Office supplies	-	2,339	2,339
Payroll taxes	6,696	4,285	10,981
Permits and licenses	-	762	762
Postage	-	206	206
Repairs and maintenance, including donated	2,507	-	2,507
Salaries	76,722	49,097	125,819
Supplies	6,642	-	6,642
Taxes and penalties	-	223	223
Telephone	-	3,201	3,201
Travel	339	-	339
Utilities	<u>16,933</u>	<u>-</u>	<u>16,933</u>
	<u>\$ 173,078</u>	<u>\$ 72,666</u>	<u>\$ 245,744</u>

The accompanying notes are an integral
part of this statement.

GATEHOUSE FOUNDATION, INC.

STATEMENT OF CASH FLOWS

For the Year Ended June 30, 2007

CASH FLOWS FROM OPERATING ACTIVITIES

Change in net assets – (decrease) \$ (4,075)

Adjustments to reconcile change in net
assets to net cash provided by
operating activities:

Depreciation \$ 6,942

(Increase) in prepaid expenses/advances (576)

(Increase) in grants/contracts receivable (1,700)

(Decrease) in accounts payable (Note J) (15,116)

Increase in United Way payable 11

Increase in accrued payroll taxes/expenses 417

Total adjustments 9,978

Net cash provided by operating activities 5,903

CASH FLOWS FROM INVESTING ACTIVITIES

Additions to property and equipment (1,513)

Net cash (used) by investing activities (1,513)

CASH FLOWS FROM FINANCING ACTIVITIES

Payment on line of credit, mortgage, and loans (4,853)

Net cash (used) by financing activities (4,853)

Net decrease in cash (463)

Cash at June 30, 2006 1,037

Cash at June 30, 2007 \$ 574

Supplemental disclosure:

Interest paid amounted to \$4,118

The accompanying notes are an integral
part of this statement.

GATEHOUSE FOUNDATION, INC.
NOTES TO FINANCIAL STATEMENTS

June 30, 2007

Note A - Nature of Activities and Summary of Significant Accounting Policies

Nature of activities

Gatehouse Foundation, Inc. operates a state-licensed private, not-for-profit, residential (fifteen beds), educational and rehabilitation program for persons recovering from alcoholism and other chemical dependencies. The halfway house facility provides extended care to chemically dependent males and females in a supervised living environment. The purpose of the program is to assist the resident in developing a healthy transition back into the community via counseling and therapeutic support. As provider, Gatehouse must allow a sliding fee scale policy, and must not refuse services to persons on account of race, religion, sex or ability to pay. The primary source of funding for this program is a contract with the State of Louisiana, Department of Health and Hospitals, Office of Human Services, Division of Alcohol and Drug Abuse, through a Federal Block Grant. Gatehouse is licensed by the Louisiana Department of Health and Hospitals. Under this license, Gatehouse agrees to provide room and board, individual and group counseling and peer support in a structured therapeutic environment.

Financial Statement Presentation

Effective for fiscal year ended June 30, 1996, Gatehouse began the application of the new accounting standards as prescribed by SFAS 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS 117, Gatehouse is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. In addition, Gatehouse is required to present a statement of cash flows. As permitted by this new statement, Gatehouse has altered its use of fund accounting (for reporting purposes) and has, accordingly, reclassified its financial statements to present the three classes of net assets required.

Gatehouse has only unrestricted and temporarily restricted classes. The reclassification had no effect on the change in net assets for the fiscal year ended June 30, 2007.

Continued

Contributions

Effective for fiscal year ended June 30, 1996, Gatehouse began the application of the new accounting standards as prescribed by SFAS 116, **Accounting for Contributions Received and Contributions Made**. In accordance with SFAS 116, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Under SFAS 116, such contributions are now required to be reported as temporarily restricted support and are then reclassified to unrestricted net assets upon expiration or expenditures of the funds. In effect, the recognition of this as support occurs at the receipt of the award, regardless of when the money is spent.

Deferred Revenue – Grants and Exchange Transactions

Some grants are actually “exchange transactions” that do not qualify as contributions under SFAS 116. In such cases, revenue is not recognized until the services required by the grant are rendered. Until the revenue is recognized, any cash or grant receivable asset must be offset by a “deferred or unearned revenue” liability. These exchange transactions differ from contributions in that the method or type of services rendered is stipulated by the granting authority and not by the nonprofit organization.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Compensated absences / Post-employment benefits

Under SFAS 43 and 112, an employer generally is required to accrue a liability for employees' rights to receive compensation for future absences and post-employment benefits. The amount of the compensation is not reasonably estimable and, therefore, no such liability has been accrued. However, with only four full-time staff members, any unrecorded amounts at June 30, 2007 would be immaterial.

Functional expenses

Expenses are charged to one of three program services (dietary, medical, physical plant, supervision) based on direct expenditures incurred. Any expenditures not directly chargeable are allocated to the respective programs based on related salary expenses, time sheets, or other appropriate method that is reasonable and measurable. The statement of functional expenses lists both program service expenses and management expenses by natural classifications.

Continued

Income tax status

The organization qualifies as a tax-exempt organization under Section 501 (c) (3) of the Internal Revenue Code and, therefore, has no provision for federal income taxes.

Property and equipment

Property and equipment purchased is recorded at cost; the fair market value of donated assets is similarly capitalized and the donation recorded as restricted or unrestricted support. Depreciation is computed on the straight-line method over the estimated useful lives of the individual assets, ranging from five to twenty years.

Grants and contract revenue

Grants and contract revenue received that are of a cost reimbursement nature are recognized as revenue at the time the cost is incurred for the purpose for which the revenue was billed. Unreceived amounts from previously awarded grants are recorded as grants receivable. Unrestricted grants, such as United Way, are recognized as revenue when awarded.

Accrual Basis of Accounting

The books are routinely maintained on a cash basis and are converted to the accrual basis at year-end for these financial statements. Accrual basis accounting records revenue when earned rather than when received and records expenses when incurred rather than when paid, in accordance with U.S. generally accepted accounting principles.

Cash Equivalents

For purposes of the statement of cash flows, Gatehouse considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

Note B - Note Payable – Midsouth Bank

The Board of Directors approved a corporate resolution to borrow \$33,922 on October 3, 2003 to pay off the Iberia Bank loan, to fund new roofs on both the men's and women's houses, a new A/C-heat unit, and working capital. The mortgage loan is collateralized by the men's house at 206 S. Magnolia Street and the women's house at 305 S.E. Evangeline Thruway. The board also approved a \$10,000 line of credit with Midsouth Bank for additional working capital and repairs. The mortgage interest rate is 6.00% and the line of credit rate is 10.50%.

Continued

On June 30, 2007, the balance on the second mortgage was \$21,392 and the balance on the line of credit was \$8,891. The mortgage is on an 8-year amortization schedule ending October 15, 2011, and the line of credit is on a 4-year amortization.

Scheduled payments under current obligations:

Year Ended June 30,

2008	\$ 7,100
2009	7,300
2010	7,550
2011	7,830
2012 and thereafter	<u>503</u>
Total	<u>\$30,283</u>

Note C - Federal, State and Local Financial Assistance and Grant Awards

<u>Grantor/Program Title</u>	<u>Amount Earned Y/E June 30, 2007</u>
State of Louisiana, Department of Health and Hospitals, Office for Addictive Disorders (through a Federal Block Grant) CFDA #93.959	\$126,115
Consolidated Government of Lafayette ESG Grant	17,965
LEAP/LRS Funding	<u>46,680</u>
Total governmental funding	<u>\$190,760</u>
United Way of Acadiana	<u>\$ 18,000</u>

The aforementioned contract with the State of Louisiana is operated on a per diem reimbursement basis. The 2006-2007 contract was renewed for 2007-2008 for a maximum reimbursement of \$131,100, effective July 1, 2007. This represents a per diem of \$25 for 14 beds and includes \$3,000 for travel expense reimbursement.

The aforementioned grants from the United Way of Acadiana, LEAP/LRS, and the Consolidated Government can be used for operational expenses.

The following is a breakdown of Grants/Contracts Receivable:

State Contract	\$10,500
LEAP/LRS	4,500
United Way Grant - 2007	<u>9,000</u>
Total Grants/Contracts Receivable	<u>\$24,000</u>

Continued

Note D - Client Rent

The organization, as part of their recovery program for the residents as well as a source of income, charges and collects rent on a weekly, sliding scale basis. Rental revenue of \$13,015 reflected in the financial statements is recorded on the cash basis. Because rent is collected and recorded weekly, any adjustment to the accrual basis is deemed immaterial.

Note E - Donated Materials, Food, & Supplies

Donated materials, food, and supplies are reflected as In-kind Donations in the accompanying statements at their fair market value. For the year ended June 30, 2007, food donations were valued at \$13,995. Over \$10,000 of that was a one-time food donation from Second Harvest.

Note F - Contributed Services (In-Kind)

Effective for the fiscal year ended June 30, 1996, Gatehouse began the application of the new accounting standards as prescribed by SFAS 116 and 117. Accordingly, contributed services of volunteers shall only be recognized in the statement of activities if the services received:

- a) Create or enhance non-financial assets (land, buildings, etc.); or,
- b) Require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donations.

Dietician services of \$960 contributed during the year and accounting services of \$10,000 over the three previous fiscal years are reflected in the accompanying financial statements.

Note G - Concentrations

Approximately 53% of Gatehouse's cash support was provided by revenue from the state contract with the Louisiana Department of Health & Hospitals (OAD). The new contract for 2007-2008 has been approved for \$131,100 (14 beds), and the DHH license has been renewed through June 30, 2008.

Note H - Subsequent Events

Subsequent to the balance sheet date, the state authorized a contract for \$131,100. This represents a per diem rate of \$25 for 14 beds authorized. The actual amount realized from the contract will be determined by occupancy during the contract year.

Continued

Note I - Canon Financial Lease Obligation

On October 4, 2004, a lease agreement was signed between Gatehouse Foundation, Inc. and Canon Financial Services, Inc. for a new Canon IR2200 copier. The terms of the lease required Gatehouse to make 60 payments of \$92.50 each and included an option to purchase the copier at the end of the lease for \$3,133.07. This lease was recorded in the financial statements as a capital lease with a corresponding asset in Equipment. Gatehouse was in default under this lease obligation at June 30, 2005; however, since that time, Gatehouse paid \$4,300 towards the outstanding balance, and the terms of the lease have been renegotiated. Gatehouse is presently paying \$200.00 per month until the lease balance is paid in full. As of June 30, 2007, the balance on the lease is \$5,970.

Note J - Prior Period Adjustment

The prior period adjustment of \$10,000 is a result of an in-kind donation of \$10,000 of accounting fees from 3 previous fiscal years by Gatehouse's outside accountant.

Concluded

GATEHOUSE FOUNDATION, INC.
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2007

<u>Federal Grantor/ Program Title</u>	<u>Federal CFDA Number</u>	<u>Grant Award</u>	<u>Federal Disbursements</u>
U.S. Department of H.U.D./ Emergency Shelter Grant (A)	14.231	\$ 17,965	\$ 17,965
U.S. Department of Health & Human Services (B)	93.959	\$126,115	\$126,115
U.S. Department of Education (C)	84.126	<u>\$ 46,680</u>	<u>\$ 46,680</u>
Total		<u>\$190,760</u>	<u>\$190,760</u>

(A) Through Lafayette Consolidated Government

(B) Through Louisiana Department of Health and Hospitals, Office of Addictive Disorders. This is a State contract paid on a per diem basis of \$25 per day per bed, 14 bed maximum.

(C) Through Louisiana Department of Social Services, Louisiana Rehabilitation Services.